



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

I. **Name of Position:** District Maintenance Crew Leader

II. **Organization Unit:** School North South Central

III. **General Summary:** Required to perform daily maintenance of the facility to which assigned. District Maintenance Crew Leader will also work on special projects assigned by the Director.

IV. **Qualifications:** High school diploma (or equivalent); ball field and/or landscape experience, desired; experience using commercial grade landscaping equipment (mowers, sprayers, etc.) desired. WCPRD is an equal opportunity employer.

V. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).

VI. **Employee Classification:** Non-Exempt

- VII. **Essential Job Functions:** 1. Mow, trim, spray, and weed all assigned facilities. 2. Responsible for all ball field maintenance for daily practices and games. 3. Maintain equipment inventory and submit at required deadlines. 4. Required to know and comply with daily activity schedule for assigned facilities. 5. Required to complete and keep up with assigned work orders daily. 6. Required to complete all landscaping at assigned facilities. 7. Required to work special events assigned by Director. 8. Assist with gym supervision at assigned facilities during basketball season. 9. Complete all assigned trainings. 10. May be required to supervise at SoKy Ice Rink during its operation and/or other various special events. 11. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations. 12. Complete any other duties as assigned by the Director of WCPRD. 13. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.

VIII. **Special Work Conditions:** Outdoor work; some night and weekend work required.

IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date